

16.1.4. Rental Car Use Guidelines for Northern Rockies Resources

The following process should be followed when a Northern Rockies resource (from any agency) is ordered for fire assignment and a rental car is authorized and documented on the resource order:

1. The first option should be for the receiving unit to provide transportation (shuttle), for the resource to the fire assignment and avoid the rental car issue altogether.

If they do not provide transportation, see #2 and #3 below.

2. The home dispatch office communicates with the receiving dispatch office/host fire unit the following information:
 - The rental car being authorized should be paid for by the host unit because they do not have the financial means to personally pay for the rental car (do not have a government travel card). All rental paperwork and completed shift tickets should be returned to the host unit/dispatch office to be closed out and paid.
 - If the fire assignment involves off-road driving, the rental car must be under an incident rental car contract/blanket purchase agreement. The incident rental car contract/blanket purchase agreement covers off-road use, as well as clean-up charges, and the liability is covered by the government.
3. If the receiving unit does not provide a rental car under an incident contract/blanket purchase agreement as described in #2 above, the resource must be aware of the following:
 - a. If a resource picks up a rental car at an airport they must ensure the reservation was made under the regular government travel rental car contract (GSA/DOD). Even though this contract does not cover off-road use, it recognizes that the resource is on official business and has a travel order that documents the use of a rental car.
 - i. No additional insurance is needed, as the government is self-insured.
 - ii. If the employee chooses to take additional insurance when picking up the car, they will not be reimbursed.
 - iii. If the resource does not have a travel card, they can use their personal credit card to pay for the rental vehicle.
 - b. An AD/EFF/Casual/County/Rural resource can refuse an assignment when the only recourse is to personally pay for the car because they do not have the financial means to cover the car rental.
 - c. Resource must check in with finance to ensure the rental car costs are being tracked.